

**COVER SHEET**  
**POSTING OF NEW MATERIAL ON WEB SITE**

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**Directions:** Complete the cover sheet and attach material for review and editing. The author/developer of the material is responsible for monitoring its movement through the steps that constitute the procedure.

**Mail or fax to:** Webmaster, Ms. Ramona Calvey / 1004 Cole Research Center for Science and Technology  
Extension: 6107 / Fax: 8864 / E-mail: [rcalvey@cau.edu](mailto:rcalvey@cau.edu)

**PART I**

**Office/Department/Program:** \_\_\_\_\_

**School/Administrative Unit:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Information:**

<i>Room</i>	<i>Building</i>	<i>Campus Extension</i>	<i>E-Mail Address</i>
_____	_____	_____	_____
<i>Print Name</i>		<i>Signature</i>	

**Brief Description of Material:** \_\_\_\_\_

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**PART II: REVIEWS**

Originating Office/Department/Program: \_\_\_\_\_  
(Department Chair/Unit Head) *Print Name*

\_\_\_\_\_  
*Signature* *Date*

Dean/Responsible Administrator: \_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature* *Date*

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**PART III: EDITING**

University Editor: \_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature* *Date*

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**PART IV: POSTING**

Webmaster: \_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature* *Date*

**ACTIONS:**     Material Received  
                   Acknowledgement  
                   Referred to University Editor  
                   Material Posted

**CONSULTATION/COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_